

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

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Communications and Information

PUBLICATIONS MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is 30CS/SCSP. This supplement implements and extends the guidance of Air Force Instruction (AFI) 33-360V1 dated 6 May 2002, Publications Management Program, and the Air Force Space Command (AFSPC) supplement to AFI33-360V1_AFSPCSUP1. This supplement references AFI33-360V2_AFSPCSUP1, Forms Management Program. The AFI is published word-for-word without editorial review. 30th Space Wing (30SW) supplement material is indicated in bold face. The Air Force Publications Management Program is in a state of evolution. As we move forward, there may be new requirements levied on the Publication Program Managers which is above and beyond the scope of current levels of operation. Action must be taken at all levels to embrace these changes and taskings to allow the program to evolve. Send proposed/recommended changes to this supplement to 30CS/SCSP, 95 13th Street, Room 128, Vandenberg AFB CA 93437-0759. This supplement does not apply to Air Force Reserve Command nor Air National Guard units.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

30SW Form 8, Official Bulletin Notice, is rescinded. Submission of articles to the Base Bulletin has been revised to accommodate electronic mail. Agencies required to coordinate publications have been increased to seven offices. Table and Graphic standards for publishing Instructions and Supplements are added. Guidance on issuing Policy Letters is added.

1.5.2. The Publishing Management Office approves/reviews requests for Special Publication Systems.

1.7.1. Publishing Management Office. The Publishing Management Office is the only agency authorized to process and release official publications created by the 14th Air Force and the 30th Space Wing agencies, organizations, and units. This agency also manages the official web site at

<http://vepdl.vandenberg.af.mil> for 14AF and 30SW electronic publications and forms. The Publishing Management Office maintains a backup system of 14AF and 30SW publications and forms.

1.9. Approval and Rescission of Publications. Approval authority is delegated to staff agency chiefs, chiefs of special staff offices (two-letter), commanders, vice commanders, group commanders, and deputy commanders (O-5 or higher). These personnel are the only persons authorized to approve and/or rescind 14AF and 30SW publications. This authority cannot be delegated.

1.10.1.1. For new, first issue, 30SW and 14AF publications, the two-letter approving official must approve them the first time published. This authority may not be delegated. If the deputy director is acting in the capacity of the director during his/her absence, the deputy director may sign as the approving authority as "Acting Director, ...".

1.10.1.2. Approving authority (2-letter) may be delegated, in writing, to the Directorate Deputy for revisions of existing 30SW and 14AF publications. Submit delegation by e-mail or memorandum to 30CS/SCSP, 95 13th Street, Room 128, Vandenberg AFB CA 93437-0759. Minimum mandatory coordination for 30SW or 14AF publications may not be delegated.

1.13.1. 30CS/SCSP-DCI.

1.13.10. OPR's must contact the Publishing Manager, 30CS/SCSP-DCI, for coordination requirements.

1.13.13. Office of Primary Responsibility. Transfer of responsibilities will be approved by the 30SW Vice Commander. Send a copy of the approval to 30CS/SCSP-DCI.

1.15.15. (Added) The Publishing Manager maintains a local source for local publications to be used as a backup to the Air Force e-Publishing website on CD-Rom in the form of the Air Force Electronic Publications (AFEPL). Contact 30CS/SCSP-DCI to use the CD-Rom.

2.2.4.1.1. (Added) Checklists coordinated on AF Form 673 are published through the Publishing Management office following normal coordination and processing requirements. Uncoordinated checklists or Self Inspection Guides (SIG)s are processed through the 30SW/IG. Uncoordinated checklists are not indexed in the 30SWIND2 or the 14AFIND2.

2.2.8. Operating Instructions (OIs). Operating Instructions may be formatted similar to Space Wing Instructions (SWI)s. Refer to AFI33-360V1, Para. 2.2.8.2. Units will prepare 30SW supplements to Air Force Instructions or AFSPC Instructions, when possible. If an AFI or AFSPCI does not exist, or a 30SWI is not appropriate, units will prepare an OI. Group, Flight, Detachment, Squadron and smaller organization OIs, which are not official publications of the 14th Air Force or 30th Space Wing, are not processed through the publishing management office.

2.3.8. Visual Aids for the 30SW or 14AF do not require a prescribing publication.

2.3.9.1. Base Bulletin. The Base Bulletin is published electronically each Wednesday, except holidays and can be downloaded from the Vandenberg Electronic Publishing Distribution Library, at <http://vepdl.vandenberg.af.mil/bulletin/bltn.htm>.

2.3.9.1.1. (Added) Submit items by hand or via e-mail to <mailto:publishing.management.dci@vandenberg.af.mil>, to reach the Publishing Management Office (30CS/SCSP-DCI), Bldg 6510, 95 13th Street, Room 128, Vandenberg AFB CA 93437-0759, by 1200 on Monday (by Friday if a holiday occurs on Monday, Tuesday or Wednesday), to meet the

Wednesday publishing date. Late submissions will be printed in the next issue if the information is still current.

2.3.9.1.1.1. (Added) Items to be published must include to following information:

2.3.9.1.1.1.1. (Added) Name of the person submitting the item.

2.3.9.1.1.1.2. (Added) Duty Phone of the Point of Contact (POC).

2.3.9.1.1.1.3. (Added) Office Symbol of the POC.

2.3.9.1.1.1.4. (Added) Status of the item; official, or unofficial.

2.3.9.1.1.1.5. (Added) Dates the announcement or advertisement is to be published.

2.3.9.1.1.1.6. (Added) Text of the announcement or advertisement.

2.3.9.1.2. (Added) Official items have priority over all others. Please be brief. Publishing Management reserves the right to edit lengthy items. Personal property may be advertised for sale or wanted, but is limited to two lines. Do not use official telephone numbers for personal items. A personal telephone number must be used.

2.3.9.1.3. (Added) The Family Housing Office (30CES/CEH), Bldg 13001, 1172 Iceland Ave., Vandenberg AFB CA 93437-6011, must approve advertisements for the sale or lease of houses, mobile homes, or apartments. Submit proposed advertisement to 30CES/CEH electronically to request approval and forwarding to 30CS/SCSP.

2.3.9.1.4. (Added) A request to publish fund raisers in the base bulletin must be accompanied by a 30SW Form 400, Request to Use Base Facilities/Transportation, indicating the Deputy Commander, 30th Support Group, or designee has approved the intended event per 30SWI90-101, Commercial Solicitation, On Base Private Businesses, and the Use of Base Facilities and Transportation.

2.3.9.1.5. (Added) Official and unofficial items will be run as long as requested and current. Personal items will be published for two weeks.

2.3.9.1.6. (Added) Record copies and background materials for all bulletins are maintained by 30CS/SCSP-DCI per AFMAN37-139, Records Disposition Schedule (to become AFMAN 33-322 V4).

3.2. Refer to AFI33-360V1_AFSPCSUP1 paragraph 3.2. for instructions on issuing policy memorandum or messages. The Publishing Management office must be included as an information addressee. Send policy letters as a scanned file in electronic format to Publishing Management, 30CS/SCSP-DCI, Bldg 6510, Room 128, 95 13th Street, Vandenberg AFB CA 93437-0759. Policy letters with proper format and content will be posted to the SVEPDL (secure VEPDL).

3.4.7.4. OPR will coordinate with the information management control officer, 30CS/SCBH.

3.8. Refer to AFI33-360V1_AFSPCSUP1 paragraph 3.8.1. for guidance on coordination with Air Force Reserve (AFR). It is the responsibility of the OPR to coordinate with all affected organizations.

3.9. Refer to AFI33-360V1_AFSPCSUP1 paragraph 3.9.1 for guidance on coordination with Air National Guard (ANG). It is the responsibility of the OPR to coordinate with all affected organizations.

3.11. OPRs will contact the publishing manager for assignment of publication numbers for new publications. OPRs will provide information as to which Air Force Publishing Directive (AFPD) is being implemented by the new publication.

3.13. Send the original AF Form 673, Request to Issue Publication (AFSPC Overprint), and all original documentation used in the coordination process to 30CS/SCSP-DCI. Original signatures are preferred, however electronic and facsimile versions of AF Form 673 including all accompanying comments are acceptable, with the exception of the required offices listed in AFI33-360V1_AFSPCSUP1 paragraph 3.13.1. which must be original signatures. Attach the draft publication (both in print and on a 3.5" HD diskette), and all comments and recommended changes completed during the coordination process. The OPR must resolve problems or differences before submitting the final draft to the Publications Office. If differences are minor, the OPR may resolve them without reCOORDINATING. The OPR will annotate the original correspondence to show how differences were resolved, name of individuals agreeing to the solution, and the date. If the subject matter warrants higher headquarters coordination, the OPR must coordinate with the appropriate office before submitting the manuscript to 30CS/SCSP.

3.13.1. (Added) Certifying Releasability of Publications. The OPR must conduct a releasability certification for each publication they want disseminated through an official publishing dissemination medium (e.g., official web repository, CD-ROM, AF Publishing Distribution Center (AFDPC), or any future dissemination medium). Publications that are disseminated by the OPR (i.e., X-distribution) do not require a releasability certification. The releasability certification will be documented on the AF Form 673 (AFSPC Overprint) and must include:

3.13.1.1. (Added) Level of releasability (public access or restricted access)

3.13.1.2. (Added) Statement of the restriction, if applicable, and justification for limited release.

3.13.1.3. (Added) Mandatory coordination consists of the following:

3.13.1.3.1. (Added) Foreign Disclosure Office, 30SW/XP.

3.13.1.3.2. (Added) Privacy Act (PA) Office, 30CS/SCXSF)

3.13.1.3.3. (Added) Freedom of Information Act Office (FOIA), 30CS/SCXSF)

3.13.1.3.4. (Added) Operations Security (OPSEC) Manager, 30SW/XP.

3.13.1.3.5. (Added) Public Affairs Office, 30SW/PA.

3.13.1.4. (Added) Certifying signature of the organizational content approval authority must be O-5 or above.

3.17. Coordinating with Interested Staff Offices. OPRs must contact the supporting publications management office before beginning to develop publications. Publications offices provide direction to initiate planning, research, and facilitate development in an electronic publishing environment. Refer to the OPR Info section on the VEPDL for publishing information at <http://vepdl.vandenberg.af.mil/opr/mainpage.html>.

3.17.1. (Added) Coordination of Publications. In addition to offices required to coordinate per AFI33-360V1_AFSPCSUP1, all publications must be coordinated with the Base Records Manager, 30CS/SCBR-DCI, (Bldg. 9340) 357 6th Street, Vandenberg Air Force Base, California 93437. The last two agencies to coordinate on all 14AF and 30SW publications are the Staff Judge Advocate

(14AF/JA or 30SW/JA) (Bldg. 10577) 747 Nebraska Ave, Vandenberg AFB CA 93437-6265; and the Vice Commander (14AF/CV or 30SW/CV), (Bldg 10577), 747 Nebraska Ave, Vandenberg AFB CA 93437-6261, respectively. To keep consistency in the coordination process, OPRs may request a copy of the previous AF Form 673.

3.17.2. (Added) When supplementing a higher headquarters publication, it is required that the OPR coordinate with that higher headquarters office unless advised otherwise.

3.20. The OPR will contact the publishing manager to determine an appropriate advance date for the publication.

3.24. Forms. All publications prescribing forms will have an approved DD Form 67, Form Processing Action Request (AFSPC Overprint), signed by the approving authority per paragraph 3.13. and paragraph 3.17.1. (Added)

3.39.1. (Added) Tables or tabular data cannot contain graphic images. All text in a table must be true text; e.g., searchable by search engine queries.

3.39.2. (Added) Each table or figure must be numbered and labeled with a title identifying the content. Each item is numbered in order of appearance in the publication. See AFI33-360V1, Chapter 3, Figure 3.5. Elements of a Publication, or Table 3.1. Coordinating a Publication—Functional Rules.

3.39.3. (Added) Tables must be oriented on the page in portrait mode, landscape tables are not accepted.

3.40. Graphics and Artwork. Please refer to http://afpubs.hq.af.mil/graphics_standards.asp, *USAF Graphics Standards for Official Publications and Forms*, or to *Air Force Publishing Management Program - Publishing Standards and Formats* at the Air Force Publishing web site, http://afpubs.hq.af.mil/policy/publishing/3605_4.pdf for specific information on graphics and format.

3.40.1. (Added) Submit each graphic in the publication in a separate file even though each graphic is embedded and properly identified in the publication. For example, if the publication has 10 graphics, you will have 10 separate graphics files. Therefore, the file you release for publishing will contain 11 files—the publication with the 10 embedded graphics as well as the 10 separate graphics files.

3.45.5. Holdover supplements. Holdover supplements that are not revised within 120 days after reissue of the basic publication will automatically be rescinded by 30CS/SCSP and deleted from the index.

3.45.5.1. It is the responsibility of the OPR to be current with the status of the supplemented publication and to notify Publishing Management of the need to display the word “HOLDOVER” on the document.

5.4.1. (Added) The electronic draft publication must be saved in Microsoft® Word for Windows™, Ver. 6.0, Times New Roman, font size 12, aligned left.

6.7. (Added) Forms Adopted: 30SW Form 400, Request to Use Base Facilities/ Transportation. AF Form 673, Request to Issue Publication (AFSPC Overprint). DD Form 67, Form Processing Action Request (AFSPC Overprint).

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